

UNCLASSIFIED	CONFIDENTIAL	SECRET
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### OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	<i>Mr Osborn</i>		
2	Director of Security Rm 4E60, Hqs		
3			
4			
5			
6			

<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> PREPARE REPLY
<input type="checkbox"/> APPROVAL	<input type="checkbox"/> DISPATCH	<input type="checkbox"/> RECOMMENDATION
<input type="checkbox"/> COMMENT	<input type="checkbox"/> FILE	<input type="checkbox"/> RETURN
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE

**Remarks:**

*O3 - Let's talk if  
this involves major  
problem.*

*JWC*

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.

DATE

6 NOV 1970

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)			DD / S REGISTRY FILE <i>Personnel 11</i>			
FROM:		EXTENSION	NO.			
Director of Security			DATE <span style="margin-left: 20px;">3 NOV 1970</span> <span style="float: right;">25X1</span>			
TO: (Officer designation, room number, and building)	DATE <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">RECEIVED</td> <td style="width: 50%; text-align: center;">FORWARDED</td> </tr> </table>		RECEIVED	FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
RECEIVED	FORWARDED					
1. Acting DD/S	6 NOV 1970			1 to 5 - Oz -  I'm returning your paper without approval. It does not seem appropriate or necessary to include the wives of the guards. It would seem much better to return to the earlier plan involving the guards only. If we do propose to conduct a program for this, we should also and logically at the same time include other GSA personnel from the McLean group who are so essential to the operation of the Headquarters Building complex.  I did discuss this suggestion with ExDir and he prefers also that we limit the arrangement as indicated above.  <div style="text-align: right;">                         (signed) John W. Coffey                           John W. Coffey                     </div> Att Orig & 1 of DD/S 70-4406		
2.						
3.						
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5. Director of Security						
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**SECRET**

3 NOV 1970

**MEMORANDUM FOR: Acting Deputy Director for Support****SUBJECT : GSA Guard Force - "Wives Day"**

1. This memorandum contains a recommendation for your approval; such recommendation is contained in paragraph 4.

2. Increased threats to domestic Agency installations and personnel have again focused the importance of a highly motivated, dedicated guard force, which is our first line of defense. The Agency undoubtedly has the best uniformed guard force in the GSA; their response to the increased burdens resulting from a more alert security posture has been very gratifying.

3. It is, therefore, timely to acknowledge their contribution through a motivational program which would help the individual officer to identify more closely with the Agency. The "Wives Day" program appears to be ideally suited for this purpose. I propose a "Wives Day" format which would include an address by the Deputy Director for Support or Director of Security followed by the movie, "A Need to Know," and a tour of the open areas of the Headquarters Building. Lunch in the <sup>NORTH</sup> Cafeteria would be optional. This function would be open to badged USSP personnel and wives only.

**SECRET**Excluded from automatic  
downgrading and  
declassification

4. It is recommended that you concur with the program described in paragraph 3 above and the Office of Security be authorized to schedule this function for 21 November 1970.



Howard J. Osborn  
Director of Security

25X1

The recommendation contained in paragraph 4 is approved.

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John W. Coffey  
Acting Deputy Director  
for Support

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Date

**Distribution:**

Orig - Return to OS

2 - ADD/S Chrono, Subject

**SECRET**

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Approved For Release 2003/05/05 : CIA-RDP84-00780R003600010025-7

5 November 1970

NOTE FOR: Mr. Coffey

25X1 [ ] by telephone, advises that Mr. Osborn wants to change the date of the GSA Guards "Wives Day" from 21 November to 14 November.

Some Background:

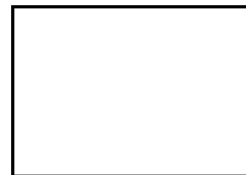
25X1 There are [ ] guards from all our buildings in the area regardless of company of assignment. The Office of Security expects [ ] to attend, 25X1 plus wives, or a total of [ ] Only those "off-duty" would attend; no overtime or compensatory time would be credited. Soundings have been taken with favorable responses to the idea.

No children -- only wives.

As in the memo, O/S would arrange for admittance to the cafeteria. Harris also stated that O/S would ask CRS to open the library. No other special openings, such as EAA store, NWFCU, or SigCenter.

25X1 [ ] advises that the OMS drug abuse exhibit will be up at that time in the 1D corridor.

FYI -- There are 210 GSA employees -- of whom 180 are cleared and badged -- in the McLean Group of Forces which falls under Office of Logistics cognizance. Should the event also include these people?



25X1

*WWS*

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